

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-149      **Issue Date:** 07-26-16      **Closing Date:** 08-08-16

**Buyer II**  
**YN Department of Revenue**  
**Department of Finance**  
**Hourly Wage: \$18.58/Regular/Full-Time**

Responsible for purchases made by the organization. Evaluates and approves vendors and authorizes purchase orders for goods or services. Creates purchase orders for the acquisition of materials. Researches, interviews, and negotiates with suppliers to obtain prices and specifications.

**Knowledge, Skills and Abilities:**

- Ability to find the highest quality goods possible by reading reviews and performing extensive research for reporting and status updates for program, administration and elected officials.
- Ability to work with Treaty distribution staff to implement process and methods for orders and tracking.
- Ability to identify suppliers and vendors.
- Ask vendors for promotional prices and incentives.
- Ability to negotiate and supervise supply and vendor set up.
- Knowledge of federal, state, and tribal tobacco tax laws.
- Ability to evaluate options, forming conclusions, and making decisions using data.
- Knowledge of Accounting and recordkeeping practices.
- Ability to plan and integrate ideas, intentions, and information to form goals, objectives, timelines, action plans and solutions.
- Ability to communicate effectively both verbally and in written form, using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.
- Ability to prepare and present written audit reports of findings, adjustments and recommendations.
- Knowledge of Yakama Nation Personnel policy Manual and tribal administrative policies and procedures, Finance Manual, Law and Order Code, Drug and Alcohol Procedures Manual.
- Knowledge of Business and industry standards; Internal controls; Governance, risk and compliance; Components of financial statements; Accrual accounting; International Professional Practices Framework (IPPF); Sarbanes-Oxley Act; Computer applications and their functions.
- Skill in analyzing and solving accounting and financial-related problems of a complex nature to include development of new techniques to meet the demands and needs of the Department of Revenue Treaty Distribution.
- Skill in analysis and evaluation of complex data, accounting, funding proposals for the purpose of making formal reports of evaluation and recommendations as to the adequacy of such cost, systems, and financial accountability of the Department of Revenue.
- Ability to problem solve with critical thinking and analysis.
- Ability to have a clear understanding and sensitivity to business culture and overall goals of the Yakama Nation organization.
- Ability to work under stress and remain flexible to changes in assignments or situations, priorities and handle frequent interruptions to ensure successful development of Department of Revenue licensing, permits, taxation and regulatory controls of the Yakama Nation.
- Ability to establish and maintain effective working relationships with other government officials, law enforcement, employees, agencies, businesses, general public, and maintain professional work ethic at all times.
- Ability to maintain excellent time and attendance to meet program goals and objectives.
- Ability to meet public and address problems, issues, complains tactfully, courteously and effectively.
- Ability to plan, organize and prioritize tasks and work assignments.

**General Recruiting Indicators:**

- Requires a two year degree and 2-4 years of related experience, or an equivalent of 8 years of combined purchasing and office administrative support.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Must have a Washington State Driver's License, with the ability to obtain a Yakama Tribal Driver's Permit, in order to travel on tribal business.
- Ability to pass a pre-employment criminal background investigation.
- Due to nature of work, employee shall sign and adhere to strict standards of professional ethics and protection of confidential information and shall be required to sign a Confidentiality Agreement.
- Yakama enrolled preference.